



## **STREET PERFORMERS PRODUCTION ASSISTANT**

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking two (2) enthusiastic and hardworking Street Performer/Pop-Up Performer Production Assistants to assist with event management from Thursday, July 19 through Sunday, July 22, 2018.

### **JOB DESCRIPTION AND SCHEDULE**

This job entails conducting all of the job duties that our event production team would normally perform before, during, and after a large event. The following is a partial list of the job duties that may be required:

- Manage checking in performers each day, showing them the performance space
- Ensure the Green Room is tidy and welcoming for the performers
- Act as the liaison between festival pop up and street performers and BOPA staff
- Assist with management (i.e. crowd control, monitoring equipment, stage management)
- Deliver equipment as needed
- Fill in for volunteer no-shows
- Report concerns, issues and other feedback to BOPA staff
- Communicate with and answering questions from BOPA staff, festival exhibitors, artists and other participants, volunteers, and festival goers
- Any other duties deemed necessary by Festival Management

The PA schedules are as follows:

- PA # 1 schedule: (ST lead)  
Thursday, July 19 from 11:00am to 5:00pm or clear  
Friday, July 20 from 1:00pm to 8:00pm or clear  
Saturday, July 21 from 11:00am to 8:00pm or clear  
Sunday, July 22 from 11:00am to 8:00pm or clear
- PA #2 schedule: (PU lead)  
Saturday, July 21 from 11:00am to 8:00pm or clear  
Sunday, July 22 from 11:00am to 8:00pm or clear

Please note that hours are approximate and subject to change at the discretion of Festival Management.

Coordinators are invited to attend a two-hour city-wide logistics meeting for Artscape held on a weekday in June; this time is unpaid and not mandatory.

### **JOB QUALIFICATIONS**

- Be over the age of eighteen with a valid driver's license
- Event management experience highly preferred; Artscape experience is ideal
- Excellent communication and organizational skills
- Experience with and sense of positive customer service
- Experience with and ability to collaborate and work in a team environment

- Excellent skills in task management and prioritization
- Ability to follow directions, work independently and take initiative
- Skilled in problem identification and resolution

### **BENEFITS TO YOU**

Employer shall pay Employee and Employee shall accept from Employer, in full payment for Employee's services hereunder, compensation at the rate of \$15.00 per hour, subject to all normal payroll taxes and deductions. Based on the short-term nature of Employee's employment, Employee will not be entitled to the payment of other benefits received by regular employees of Employer.

With a passion for the Arts and/or Events Management, you will gain proven knowledge of successfully delivering and managing festivals; great experience for your résumé. Artscape is the largest free outdoor arts festival in the United States.

Lunch, dinner, a festival t-shirt and free parking are provided Friday, Saturday, and Sunday.

### **HOW TO APPLY**

To apply for this position, interested individuals must forward a cover letter, referencing the title of this position, two professional job references, and your résumé to BOPA via email to [Mrhoden@PromotionAndArts.org](mailto:Mrhoden@PromotionAndArts.org) to the attention of Morgan Rhoden. **All resumes submitted without a cover letter and two references will be disregarded. No phone calls, please.**

**The deadline to apply is June 18<sup>th</sup>, 2018**

Please keep in mind we will be contacting only those candidates whom we feel may be a good fit for interviews as we are filling positions immediately.